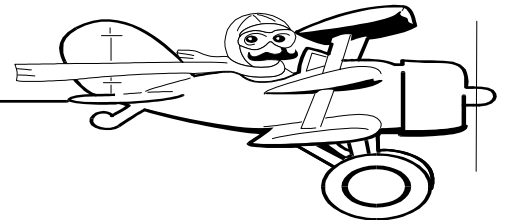


FINANCE FOOTNOTES

www.acadweb.wvu.edu/BFA/BusinessServices



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New Reimbursement Rate
48.5¢
per mile
Effective September 15, 2005



Effective September 15, 2005, the reimbursement mileage rate for privately owned vehicles is increased from \$.405 to \$.485 per mile. The ESign Mileage and Day Trip Expense Voucher form has been revised to reflect this increase. Questions may be directed to Debbi Baughn at the Travel Desk, X/3341 or Donna Foley, Accounts Payable Supervisor, at X/6815. For more info, please go to the Travel web at www.acadweb.wvu.edu/BFA/BusinessServices/TravelDesk.htm.

October 1 Changes in Per Diem

The federal government has revised the per diem Lodging and Meal rates for some areas effective October 1. The new rates are available at the Travel website, click on "**Mileage & Reimbursement Rates**." This will give you the basic rates for Non-High Cost locations. This page also contains a breakdown of per diem if you are eligible for only a partial day reimbursement. If you are uncertain what cost category your destination city is, then click on the "**U.S. General Services Administration**" link on that page and it will take you to a US map, as well as additional links for Alaska/Hawaii or foreign locations. There are also direct links from the Travel site home page directly to the GSA Information as well as a Washington State Per Diem Map showing the per diem breakdowns by county. Questions may be directed to Debbi Baughn at the Travel Desk X/3341 or Donna Foley, Accounts Payable & Travel Supervisor, at X/6815.

BFA SHOWCASE

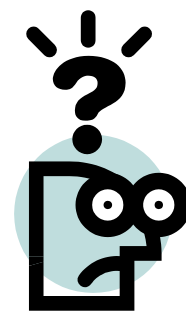
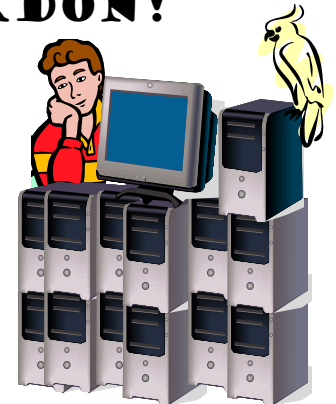
Mark your calendars! On **Wednesday, October 26th** from 9:30 AM to 2 PM, we will hold another Showcase at the VU Multipurpose Room. Northwest Computer Supplies, Corporate Express and other vendors will join two dozen of the BFA (Business & Finance Affairs) departments. Come talk to the administrative staff and visit the Vendors. *Be there!*

WELCOME, GORDON!

We are pleased to welcome **Gordon Turman** as our new Inventory Inspector II. Gordon will be working in Equipment Inventory with an emphasis in government surplus online auctions. Gordon's experience in retail sales is a plus.

Gordon worked at Western as a temporary hire for six months before accepting this position. Gordon reports to Central Services Supervisor Jack Herring.

Originally, from South Dakota, Gordon is married to Zuzana. They have a parrot named Buffy. Gordon's hobbies are running, bowling and being very careful of what he says around Buffy... ☺ Seriously, Buffy is a white cockatoo and she says "I Love You." If I were Gordon, I would teach Buffy to say "How about a day off, Jack?" and then invite Jack over for dinner... ☺



Many of you will see transaction **ACG01360** on your August reports with the description "Additional liabilities reversal." This transaction reverses expense entries that have been recorded to the accrual period per our auditor direction. If you have questions on this particular transaction, please call Sharon Hurt at X/3491. Thank you.

Topics This Issue

1. *New Reimbursement Rate*
1. *October 1st Changes in Per Diem*
1. *Welcome, Gordon!*
1. *What is "Additional liabilities reversal?"*
2. *Questions and Answers*
2. *PayPal versus PaymentNet*



Questions and Answers

Question: When I navigate from FGIBDST into FGITRND, I am viewing numerous temporary transactions. Why?

Answer: This question has arisen on a couple of occasions in the last month. The answer is it depends on where you have placed your cursor. For example, if I wanted to look up a single transaction, I can go to FGIBDST and plug in a Fast Index. Let us say, I am looking for the purchase of a \$26.45 Hawkings computer switch, purchased from Northwest Computer Supplies. The expense account code in our example is E402 (NonCapitalized/NonInventoried Internal Computer Parts). If I go to FGIBDST and place my cursor on E402 (Diagram 1), and pull down the Transaction Detail

1

| | | | | | | |
|------|---|--------|------|-------|------|--------|
| E402 | E | NonCap | 0.00 | 26.45 | 0.00 | -26.45 |
|------|---|--------|------|-------|------|--------|

 Information, I then will be able to view many temporary transactions (Diagram 2). I will see the establishment of the Purchase Order (PORD), the Liquidation of the Purchase Order (POLQ), the Requisition Reservation (REQP), and the Invoice with Encumbrance (INEI).

2

| Acct | Orgn | Prog | Date | Type | Document | Fld | Amount | D/C |
|------|------|--------|-------------|------|----------|-----|--------|-----|
| E402 | 5320 | 082FIS | 12-AUG-2005 | INEI | 00273741 | YTD | 26.45 | * |
| E402 | 5320 | 082FIS | 12-AUG-2005 | INEI | 00273741 | ENC | -26.43 | - |
| E402 | 5320 | 082FIS | 12-JUL-2005 | POLQ | F104198 | RSV | -26.45 | - |
| E402 | 5320 | 082FIS | 12-JUL-2005 | PORD | F104198 | ENC | 26.43 | * |
| E402 | 5320 | 082FIS | 12-JUL-2005 | REQP | 104198 | RSV | 26.45 | * |

Frankly, it is a little bewildering. But if I just wanted to see the bottom line result, that is, the expenditure, then all I need to do in FGIBDST is to place my cursor on the **\$26.45 Amount**, not the Account Code (see Diagram 3):

3

| | | | | | | |
|------|---|--------|------|-------|------|--------|
| E402 | E | NonCap | 0.00 | 26.45 | 0.00 | -26.45 |
|------|---|--------|------|-------|------|--------|

Now when I pull down the Options toolbar, and view the Transaction Detail, I will only see the one transaction as in Diagram 4:

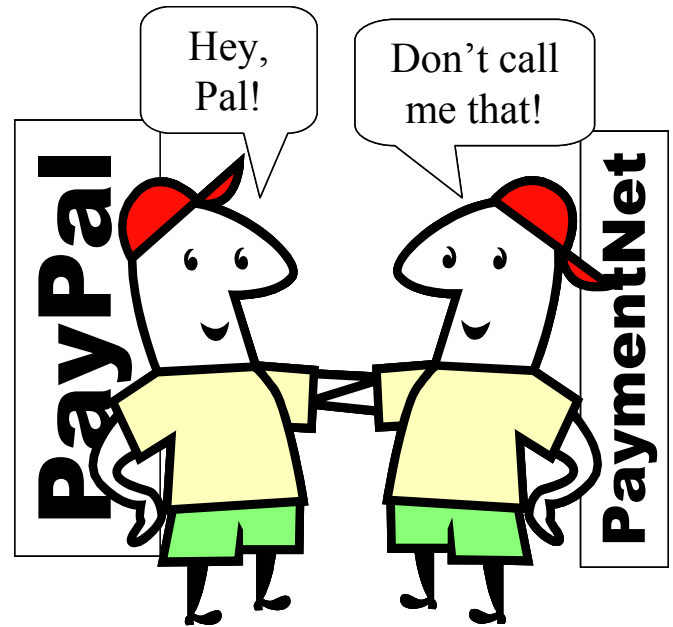
4

| | | | | | | | | |
|------|------|--------|-------------|------|----------|-----|-------|---|
| E402 | 5320 | 082FIS | 12-AUG-2005 | INEI | 00273741 | YTD | 26.45 | * |
|------|------|--------|-------------|------|----------|-----|-------|---|

So the difference between viewing many temporary transactions, or just one final transaction, is the difference between placing your cursor on the **Account Code** (Diagram 1) or the transaction **Amount** (Diagram 3).

Question: Can I order Pizza with my PCard?

Answer: Only if you invite me to your Pizza party! ☺ Seriously, only if you are using Chart 2 (Foundation) funding. The PCard may **not** be used for Chart 1-funded meals or light refreshments.



PayPal vs. PaymentNet

Please be aware that **PayPal** is not associated with **PaymentNet** in any way. **PaymentNet** is the website provided by JPMorganChase, the bank that issues our campus credit cards (PCard), for reviewing and approving your PCard transactions. The transaction list that you see on PaymentNet is equivalent to a paper statement. All information on PaymentNet is secure and confidential. They will never send you an email asking for confidential information.

PayPal is a service used by many websites (such as eBay) to facilitate online payments. It is a legitimate service, but unfortunately, the PayPal name has been used in many scams attempting to obtain personal information. It is OK if you initiate an order that uses PayPal. If you receive an unsolicited email that appears to be from PayPal, asking for passwords, credit card numbers, or personal information you should **not** respond to it. These emails look deceptively genuine, so if you have any doubts call the PCard Help Desk (X/2080) before you respond to any email of this type.

To obtain security warnings directly from PayPal you may access their website:

<https://www.paypal.com/cgi-bin/webscr?cmd=xpt/general/SecuritySpoof-outside>

“Happiness makes up in height for what it lacks in length.”
— Robert Frost (1874-1963)

